



DEPARTMENT OF PERSONNEL
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Carson City, Nevada 89701-4204
(775) 684-0150
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MEMO PERD #42/06
August 31, 2006

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Employee Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify me in writing no later than September 29, 2006.

If no written objections are received in this office by September 29, 2006, action will be taken to effect the changes and a report will be made to the Personnel Commission.

JG:sq

Attachments

JG:sq

cc: Agency Personnel Representatives

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 2-07

Posting Expires September 29, 2006

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following changes are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.101	DPS Major	48 A	11.101	DPS Major	48 A

EXPLANATION OF CHANGE

The Department of Public Safety requested a review of the minimum qualifications and knowledge, skills and abilities (KSA's) for the DPS Major class. Through the validation process and with the assistance of subject matter experts, important entry-level knowledge, skills and abilities were identified and ranked for criticality. The abilities to analyze existing and potential emergency situations with regional impact; recognize organizational and operational problems; and apply analysis and judgment in arriving at solutions and decisions were determined to be critical KSA's at the entry level. As a result, it was determined that DPS Captain or equivalent experience was required to acquire these critical competencies, and the minimum qualifications and KSA's were amended accordingly.

The Department of Public Safety assisted our department with the revisions and has approved the changes.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.102	DPS Captain	46 A	11.102	DPS Captain	46 A

EXPLANATION OF CHANGE

At the request of the Department of Public Safety, the Department of Personnel recommends removing certification as a Nevada State Fire Inspector as a requirement for DPS Captain positions located at the State Fire Marshal's Office. Lower level subordinate staff members typically perform inspection duties. And, to broaden the applicant pool and allow movement between divisions within the department, it is also recommended DPS Captains be allowed one year to complete the National Fire Academy's Arson Investigation course or an approved equivalent course. (Currently, this is required at the time of appointment.)

Additionally, minor changes were made in the Special Notes and Requirements section to conform to our current format.

The Department of Public Safety participated in this review and approves the recommended changes.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.103	DPS Lieutenant	44 B	11.103	DPS Lieutenant	44 B

EXPLANATION OF CHANGE

At the request of the Department of Public Safety, the Department of Personnel recommends removing certification as a Nevada State Fire Inspector as a requirement for the DPS Lieutenant position located at the State Fire Marshal's Office. Inspection duties are typically performed by lower level subordinate staff.

Additionally, we recommend allowing the incumbent one year to successfully complete the National Fire Academy's Arson Investigation course or an approved equivalent, rather than requiring completion of the course at the time of application. This will facilitate movement of staff between divisions and is supported by the Department of Public Safety.

Lastly, minor changes were made in the Special Notes and Requirements section to conform with our current format.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.104	DPS Sergeant	41 D	11.104	DPS Sergeant	41 D
11.106	DPS Officer II	39 D	11.106	DPS Officer II	39 D
11.108	DPS Officer I	36 D	11.108	DPS Officer I	36 D

EXPLANATION OF CHANGE

At the request of the Department of Public Safety, the Department of Personnel recommends minor revisions to the DPS Sergeant/DPS Officer series. Since the implementation of the consolidated DPS model in July of 2005, the State Fire Marshal's Office has experienced problems using the class specification, resulting in recruitment problems, lack of promotional candidates, and difficulty filling vacancies. Successful completion of the National Fire Academy's Arson Investigation course or an approved equivalent course is currently required at time of application for positions at the DPS Officer II level or above. Many applicants who are otherwise qualified have not taken this course. As a result, it is recommended that persons hired into these positions be allowed one year to complete the National Fire Academy's Arson Investigation course or an approved equivalent.

Additionally, we recommend removing the requirement of certification as a Nevada State Fire Inspector I, as inspection duties are typically performed by Hazardous Materials Inspectors. In conjunction, the benchmarks for positions at the State Fire Marshal's Office have been updated to better reflect the investigative duties assigned.

Lastly, minor changes were made in the Special Notes and Requirements section to conform with our current format and clarify the complex investigative assignments eligible for receiving a special salary adjustment.

The Department of Public Safety participated in this review and approves the recommended changes.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 300; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0110.

Objections to the proposed change must be received in writing by September 29, 2006. Objections should be addressed to Shelley Blotter, Chief of Technical Services, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTED: August 31, 2006

MD:sq

Document4



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS LIEUTENANT	44*	B	11.103

DPS Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing law enforcement activities, services and programs within an assigned division of the Department of Public Safety (DPS); reviewing and approving reports and investigations; observing field work; coordinating staff training; managing special programs, and ensuring recordkeeping practices follow established policy and procedure. This class represents the first management level within the department and assignments are characterized by program management, budget administration, and development of goals, objectives and performance measures.

Plan, coordinate and control operations by evaluating the performance of subordinate supervisors and assigned staff, and by determining unit needs for equipment, staffing and training; approve requests for training within budgetary limitations; ensure consistency and proper delivery of training; provide direction to staff regarding law enforcement practices in compliance with policies and department procedures.

Identify and formulate measurable and verifiable objectives consistent with division and department goals; advise and assist subordinate supervisors and other staff in the preparation of work plans for achieving objectives within established time frame; *and* submit objectives and work plans to management [~~within prescribed time frames~~].

Enforce policy and procedures regarding personnel and performance issues; respond to infractions according to department guidelines and State statutes and regulations for personnel administration; document incidents and take appropriate action.

Develop work schedules, approve leave, assign work and ensure staffing levels are adequate to meet workload; approve payroll documents and track budget expenditures as required.

Compile statistical data to ensure appropriate staffing levels.

Participate in policy and procedure development to ensure effectiveness of operations and compliance with State and federal guidelines and directives; work with management and staff to exchange ideas and information.

Conduct liaison activities with local law enforcement agencies, the judicial system, social service agencies and other resources to explain policy and procedure, and promote positive community relations.

Determine, administer and monitor established budget; review expenditures and identify problem areas; take appropriate action to correct problems or make recommendations for solution to the DPS Captain.

Participate as part of the comprehensive law enforcement effort in local areas by interfacing with allied agencies; and determining joint information, techniques, capabilities and goals to achieve optimum use of staff and equipment and to provide support and backup to allied agencies.

Perform peace officer and other related duties as assigned.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention**

MINIMUM QUALIFICATIONS

~~SPECIAL NOTES AND REQUIREMENTS:~~

- * As a condition of employment, pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continued employment.
Incumbents must possess a valid Nevada Class C driver's license as prescribed in NRS as a condition of continued employment.

INFORMATIONAL NOTES:

- * Incumbents are subject to call-out, call-back, shift work including evenings, weekends and holidays, and travel throughout the State as required.
- * Specialized training and skills may be required for positions in this class and will be designated at the time of recruitment or list certification.
- * Employees must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- * As a condition of ~~[hire into]~~ ***continued employment with the State Fire Marshal's Office*** ~~[positions, candidates]~~ ***incumbents*** must ~~[have attained: 1) Certification as a Nevada State Fire Inspector I; and 2)]~~ successfully complete the National Fire Academy's Arson Investigation course (R205) or ***an approved [the] equivalent course within one year of appointment.***

ALL ASSIGNMENTS:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of supervisory law enforcement experience; **OR** two years of experience as a DPS Sergeant in Nevada State service; **OR** four years of law enforcement experience conducting complex criminal investigations in the Nevada Division of Investigations, Office of Professional Responsibility, State Fire Marshal's Office, and/or the Special Incident Response Team; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of management and supervision; federal and State laws and regulations and department procedures pertinent to the assignment including arrest, evidence, crimes, traffic, citizens' rights, court procedures and general law enforcement; training methods and techniques. **Ability to:** establish and maintain cooperative working relationships with other law enforcement agencies, government officials, the judicial system, the general public and the community; analyze, evaluate and present data and statistics related to work and program activities; communicate effectively both orally and in writing to prepare and present oral and written reports as needed for establishing program goals and objectives, operating policy and procedures; manage multiple programs; interpret and apply laws and regulations to administer assigned program areas; effectively supervise personnel, coordinate staff assignments and prioritize tasks; administer the unit's budget; develop, interpret and disseminate division policy and procedure; take appropriate action in emergency situations to ensure safety; maximize opportunities for staff training and resource development.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: fiscal management and generally accepted budgeting practices; principles and practices of effective program planning, development, implementation and evaluation. **Ability to:** evaluate the performance of subordinates and when necessary, administer disciplinary action; develop and implement recordkeeping and reporting systems; plan, organize and direct activities of a law enforcement organization.

MINIMUM QUALIFICATIONS (cont'd)

ADDITIONAL ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Parole and Probation Division

Working knowledge of: psychological testing methods, terminology and diagnosis for making classification and sentencing recommendations; the division's classification system; methods used and problems involved with the supervision and programming of parolees and probationers; casework techniques and programming opportunities of offenders. **Ability to:** analyze problems and situations to monitor casework and supervise parolees effectively; interpret and evaluate legal reports and forms, criminal histories and parole and probation agreements to ensure compliance with federal, State and agency laws, regulations, and procedures.

State Fire Marshal's Office

General knowledge of: modern technology advancements that support the department's mission. **Ability to:** manage a complex criminal investigation which may involve multiple jurisdictions; serve as technical resource for the most difficult code enforcement and investigation activities related to the cause, origin and circumstances of fires and unauthorized releases of hazardous materials.

Investigations Division

Working knowledge of: personnel rules and regulations applicable to officers from various federal, state, and local law enforcement agencies. **Ability to:** supervise officers assigned to multi-jurisdictional law enforcement task forces; manage a complex criminal investigation involving multiple jurisdictions.

Office of Professional Responsibility

Working knowledge of: methods and procedures used in internal affairs investigations; department policies and P.O.S.T. guidelines related to the use of force. **Ability to:** oversee and participate in the investigation of officer shootings, alleged misconduct and complaints of excessive use of force; confer with, and make recommendations to, the department director concerning internal affairs investigations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.103

ESTABLISHED:	6/29/73
REVISED:	8/15/78-3
REVISED:	10/24/80
REVISED:	3/25/81-3
REVISED:	5/7/82-3
REVISED:	7/18/86
REVISED:	1/30/87-3
REVISED:	8/6/87-3
REVISED:	7/1/89LG
REVISED:	7/1/91P
	10/19/90PC
REVISED:	11/15/91PC
REVISED:	7/1/95LG
REVISED:	3/29/01UC
REVISED:	7/1/01LG
REVISED:	7/1/05P
	3/25/05PC
REVISED:	9/29/06UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS CAPTAIN	46*	A	11.102

Under administrative direction, plan, coordinate and direct the law enforcement activities and operations of a geographical region in a large division within the Department of Public Safety (DPS); serve as the deputy chief of a small to mid-sized division charged with responsibility for complex investigations; or serve as the chief of the records and identification bureau.

Direct operations and review requests for assistance, staffing and equipment; develop financial status and other reports and submit to management; determine the effectiveness of work units in meeting the goals and objectives of the department and division.

Review requests for services and assign to appropriate section ensuring proper staffing and resources are available; coordinate assignments based on changes in priorities, equipment and resources in relation to current assignments and activities, available personnel, and budgetary constraints.

Develop and maintain cooperative relationships with State and federal law enforcement agencies, community organizations, the judicial system and other state agencies by responding to inquiries or requests for services and questions regarding policy and procedure; establish agreements regarding joint operations, staffing levels, and investigative operations.

Train, supervise and evaluate the performance of subordinate staff; review recommendations and/or take appropriate disciplinary action in situations where employees fail to meet standards or comply with agency policies and regulations; participate in the applicant screening process and recommend the hiring of staff; assess staff development and training needs and counsel staff in work-related activities, professional growth, and career development.

Review and analyze statistical data and records regarding division activities; participate in the development of department and division goals and objectives, long-range plans and programs, budgets, department and division policy and procedure, and legislation and its implementation.

Oversee and maintain recordkeeping and reporting systems by developing and ensuring proper policy and procedure are utilized; track and maintain information; develop security policy and procedure and review requests for information; authorize the release and dissemination of material in accordance with legal requirements and division policy.

Provide interpretation of department and division policies and procedures to the general public and news media, public officials, or on a statewide basis, to other agencies as directed; release information to the local media concerning division operations, arrests, seizures and related incidents as appropriate.

Conduct studies pertinent to assignments and review requests for services throughout the State; make recommendations regarding new or expanded programs, future goals and objectives, staffing levels and equipment needs, and submit recommendations and proposals for review.

Perform peace officer and other related duties as assigned.

* Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention

MINIMUM QUALIFICATIONS

SPECIAL~~[NOTES AND]~~ REQUIREMENTS:

- * As a condition of employment, pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continued employment.
- * Employees must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- * Incumbents must possess a valid Nevada Class C driver's license as prescribed in NRS as a condition of continued employment.

INFORMATIONAL NOTES:

- * Incumbents are subject to call-out, call-back, shift work including evenings, weekends and holidays, and travel throughout the State as required.
- * Specialized training and skills are required for positions in this class and will be designated at the time of recruitment or list certification.
- * As a condition of ~~[hire into]~~ **continued employment with the State Fire Marshal's [positions] Office,** ~~[candidates]~~ **incumbents** must ~~[have attained: 1) Certification as a Nevada State Fire Inspector I; and 2)]~~ successfully complete ~~[ion of]~~ the National Fire Academy's Arson Investigation course (R205) or ~~[the]~~ **an approved equivalent course within one year of appointment.**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, criminal justice or related field and two years of management experience which included supervision of law enforcement personnel, budget preparation and monitoring, and participation in the development of policy and procedures; **OR** two years of experience as a DPS Lieutenant in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special ~~[Notes and]~~ Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: supervisory principles and practices as applied to supervising commissioned and civilian personnel; personnel principles and practices needed to oversee staff activities to include reviewing employee development reports, disciplinary action, internal affairs, and recommendations for awards and commendations; management principles and practices needed to develop operating procedures and assist in the development of regional or divisional goals, objectives and policies; methods of effective investigation and enforcement techniques; general budgeting principles and practices; the division mission as needed to assist in the development of regional goals and objectives and to direct special project development and funding; planning and research techniques. **Ability to:** communicate orally and in writing to disseminate information; prepare a variety of reports and correspondence regarding law enforcement, support and special program/project activities; establish a system of accountability and evaluation for staff responsibilities; analyze data to formulate program goals and budgetary needs; conduct research, collect data, prepare reports, and develop and implement specialized criminal investigation programs; develop regional or divisional budgetary requests and justifications; develop community resources and available programs; interpret and apply various laws and regulations; develop division/district policy and procedure and proposed legislation; coordinate staff assignments and prioritize tasks; analyze existing or potential emergency situations and prepare contingency plans; establish and maintain cooperative relationships with the public, other law enforcement agencies, members of the judicial system, and other State and federal agency personnel; *and all knowledge, skills and abilities required at the lower DPS management level.*

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: current functions and practices of the assigned division; agency policies related to assigned law enforcement functions and activities. **Ability to:** manage a variety of diverse programs on an ongoing basis.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.102

ESTABLISHED: 6/29/73
REVISED: 5/28/76
REVISED: 8/15/78-3
REVISED: 10/24/80
REVISED: 3/25/81-3
REVISED: 5/7/82-3
REVISED: 11/10/83R
12/7/84PC
REVISED: 4/11/86-3
REVISED: 7/18/86
REVISED: 1/30/87-3
REVISED: 8/6/87-3
REVISED: 8/19/88-3
REVISED: 6/9/89-3
REVISED: 7/1/89LG
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 7/1/95LG
REVISED: 3/29/01UC
REVISED: 7/1/01LG
REVISED: 7/1/05P
3/25/05PC
REVISED: 7/1/05LG
REVISED: 9/29/06UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS MAJOR	48*	A	11.101

Under administrative direction, manage the operations of a significant segment of a large law enforcement division, or serve as the Administrator of a small to mid-sized division within the Department of Public Safety (DPS). At this level, primary emphasis is on developing long range and short term goals and objectives consistent with the division and department mission. Incumbents plan, organize, direct, control, and coordinate resources and personnel ensuring efficiency and effectiveness in effort; formulate budget development; and provide executive leadership when ~~absent~~ *needed* or as requested.

Participate in and/or direct the development of the division/department mission, goals and objectives, long-range plans and programs; identify law enforcement issues, concerns, and projected trends affecting the division and department mission, to include impact statements, budget constraints, political factors, and established laws affecting the division's resources.

Participate in and/or direct the preparation of the biennial budget; ensure the budget is consistent with directives and guidelines; review budget requests submitted by staff for completeness, justification and consistency with goals, objectives and long range plans; amend, add, delete and prioritize requests; and negotiate budget proposals as required.

Participate in and/or administer the biennial budget to ensure adequate funding and budget compliance; evaluate the effects of approved funding and programs against submitted requests; determine and approve adjustments to previously planned programs, activities and priorities; report problem areas and provide alternative solutions with impact statements.

Direct the development of division operating policies and procedures to fulfill operational needs and ensure compatibility with department policies and procedures.

Manage commissioned and civilian personnel to ensure law enforcement and support activities are performed efficiently and effectively; direct personnel deployment and assignments; ensure compliance with laws, regulations, policies and procedures; review and approve submitted studies and reports; identify individual and/or group training needs, approve training recommended by subordinate supervisors, and direct the instruction of existing or new methods and practices; prepare performance appraisal reports, review appraisal reports prepared by subordinate supervisors, recommend and/or review recommendations from subordinate supervisors for disciplinary actions or commendations/awards, and provide guidance and counseling.

Participate in the development of legislative proposals and the preparation of impact statements and/or justifications; develop legislative requests based on needs identified by evaluation of activities; give presentations before the department director and legislative committees as directed.

Maintain cooperative relationships with other state and federal agencies, local law enforcement and governmental officials, representatives of the State Legislature, public safety interest groups, the public, and the media; maintain cooperation and support for, and information and education about, the department's activities and mission; represent the division/department before individuals and groups through oral and written presentations.

Perform peace officer and other related duties as assigned.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention**

MINIMUM QUALIFICATIONS

SPECIAL ~~[NOTES AND]~~ REQUIREMENTS:

- * As a condition of employment, pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet and maintain current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass the P.O.S.T. fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continued employment.
- * Incumbents must possess a valid Nevada Class C driver's license as prescribed in NRS as a condition of continued employment.

INFORMATIONAL NOTES:

- * Incumbents are subject to call-out, callback, shift work including evenings, weekends and holidays, and travel throughout the State as required.
- * Specialized training and skills are required for positions in this class and will be designated at the time of recruitment or list certification.
- * Employees must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or related field and three years of management experience which included supervision of law enforcement personnel, budget preparation and control, and participation in the development of policy and procedures, *one year of which was equivalent to a DPS Captain in Nevada State service; OR [two] one year[s] of experience as a DPS Captain in Nevada State service; OR [four years of experience as a DPS Lieutenant in Nevada State service; OR successful completion of training offered by the FBI National Academy, the Northwestern School of Police Staff & Command or the Southern Police Institute and one year of experience as a DPS Captain in Nevada State service]; OR* an equivalent combination of law enforcement education and experience. (*See Special ~~[Notes and]~~ Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: personnel administration including the selection, promotion and discipline of employees; budgeting and fiscal management principles and practices; principles and practices of public administration, organization and management; nationally recognized law enforcement principles and practices including specialized programs pertaining to criminal investigation, criminal and intelligence systems and enforcement programs; State and federal criminal laws and court decisions; criminal justice system and due process. **Ability to:** manage staff using appropriate supervisory techniques; analyze existing or potential emergency situations with regional impact; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions and making appropriate decisions; develop and monitor policy and procedures; interpret laws, regulations, policies and procedures as needed to coordinate law enforcement and support activities; establish and maintain cooperative relationships with the public, other law enforcement agencies, members of the judicial system and other State and federal agency personnel contacted while performing work assignments; communicate effectively within the organization and with the public; plan, organize, coordinate and direct diverse law enforcement activities and operations; utilize and integrate modern technology into the department's mission; *and all knowledge, skills and abilities required at the lower DPS management level classes.*

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: administrative, State and legislative budget processes; the department's mission as needed to direct the development of policies, procedures, goals, objectives and long-range plans. **Ability to:** develop, implement and evaluate the achievement of goals, objectives and work plans; present issues and needs of the department to governmental agencies.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.101

ESTABLISHED: 1/1/61
REVISED: 7/1/67
REVISED: 6/29/73
REVISED: 10/16/75
REVISED: 8/15/78-3
REVISED: 10/24/80
REVISED: 11/10/83R
12/7/84PC
REVISED: 3/1/85-3
REVISED: 7/18/86
REVISED: 1/30/87-3
REVISED: 8/6/87-3
REVISED: 7/1/89LG
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 7/1/95LG
REVISED: 4/27/01PC
REVISED: 7/1/01LG
REVISED: 7/2/02PC
REVISED: 7/1/05P
3/25/05PC
REVISED: 9/29/06UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DPS SERGEANT	41*	D	11.104
DPS OFFICER II	39*	D	11.106
DPS OFFICER I	36*	D	11.108

SERIES CONCEPT

DPS Officers perform a variety of law enforcement and public safety functions within the Department of Public Safety (DPS). Assignments vary widely and incumbents are assigned to various divisions within the department including the Nevada Highway Patrol, State Fire Marshal's Office, Investigations, Parole & Probation, and Capitol Police. All positions in this series are trained peace officers in accordance with requirements established by the Commission on Peace Officer Standards and Training (P.O.S.T.). Allocation of positions to various levels within the series is based on the nature and complexity of the assignment; the depth of knowledge in specialized areas of law enforcement and public safety; supervisory responsibility; and level of independence.

Obtain and verify facts and statements regarding incidents; weigh facts impartially and accurately; conduct interviews and collect evidence and information as required in the course of law enforcement and administrative and regulatory activities; recognize, develop and secure evidence for orderly presentation in a court of law and/or Parole Board; prepare cases for court and testify as required.

Obtain and serve legal documents such as subpoenas, affidavits, and arrest, search and administrative warrants; perform extraditions as assigned; write routine and specialized reports; document work activities and maintain related records.

Operate and maintain a variety of public safety equipment including tools, weapons, protective gear and vehicles applicable to the specific assignment.

Respond to emergency situations, accidents, incidents and crime scenes; develop a logical course of action; identify hazards and provide assistance and protection as required and trained.

Conduct surveillance activities utilizing appropriate equipment and techniques applicable to the assignment.

Work cooperatively with staff in other public safety agencies, government officials, judicial system staff and the general public; refer victims and witnesses to community services and resources as appropriate; make presentations to community groups to provide information and raise awareness of public safety issues, problems and services.

Provide guidance and informal training to peers and subordinate staff as needed; and provide input in the development of laws, regulations, and procedures.

Perform related duties as assigned.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention**

DPS SERGEANT	41	D	11.104
DPS OFFICER II	39	D	11.106
DPS OFFICER I	36	D	11.108

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CLASS CONCEPTS

DPS Sergeant: Under general direction, incumbents typically supervise subordinate law enforcement officers in an assigned division within the department. Incumbents may also be assigned to administrative duties including, but not limited to, Pre-release, Interstate Compact, Fugitive Apprehension, Field Operations, Planning and Research, and Support Services. Supervisory duties include developing work performance standards; evaluating employee performance; identifying training needs and providing guidance; scheduling, assigning and reviewing work; reviewing records, reports and statistics for conformance to established policies, procedures, regulations and formats; and initiating or implementing counseling and discipline as required. Assignments at this level vary widely, depending upon the division to which assigned, and examples are provided in the Benchmark Descriptions.

DPS Officer II: Incumbents at this level work under limited supervision and either:

- 1) Perform a variety of law enforcement duties in the Highway Patrol *or* Parole & Probation *divisions*. [~~or State Fire Marshal's Office~~]. Incumbents enforce laws, codes, regulations, ordinances, and standards applicable to the assignment; read and interpret technical materials and documents to ensure enforcement activities are in compliance with the law; arrest criminal offenders and maintain appropriate use of force to subdue violators in accordance with current Use of Force training standards described in department policy and P.O.S.T. requirements. This is the journey level for positions assigned within Divisions of Highway Patrol *or* Parole & Probation [~~and the State Fire Marshal's Office~~]; or
- 2) Serve as a first-line supervisor in the Capitol Police Division and perform foot and vehicular patrol of State properties. Incumbents supervise daily operations by planning, organizing and monitoring field operations and assigning work schedules; evaluate employee performance; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies, and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports. This is the supervisory level for the Capitol Police Division; or
- 3) Conduct complex and special investigations in the Investigations Division, [~~Office of Professional Responsibility,~~] State Fire Marshal's Office, or the Special Incident Response Team. These positions are assigned complex investigative responsibilities that require additional experience and expertise and warrant a salary adjustment of 5% in addition to the established grade level for this class. Specific duties assigned to these positions are described in the Benchmark Descriptions.

DPS Officer I: Incumbents at this level are trained to perform law enforcement duties in a law enforcement academy. The instruction and training is provided in a formal classroom setting and in practical field exercises. Academy staff review and evaluate each cadet's class participation, coursework, assignments, and written performance examinations. Upon successful graduation from the academy, incumbents either:

- 1) Work under supervision as a trainee within the Divisions of Highway Patrol, Parole & Probation, Investigations, or the State Fire Marshal's Office. Incumbents receive training in the duties described in the series concept and may progress to the next level upon meeting minimum qualifications and with approval of the appointing authority; or
- 2) Work under general supervision in the Capitol Police Division at the journey level. Incumbents perform foot and vehicular patrol of State owned and leased property; check for unsecured doors and windows, vandalism, water leaks, and safety hazards; administer first aid in emergencies and/or call emergency personnel; patrol the Governor's Mansion and adjacent grounds and investigate suspicious circumstances or persons in the area. Additionally, some positions are assigned to a 24-hour desk operation where they receive and relay information to on-duty officers; maintain a daily incident log; operate a two-way radio base station; answer incoming calls to the Governor's Mansion and screen for

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CLASS CONCEPTS (cont'd)

threatening, obscene or harassing callers; and provide the public with general information and assistance in locating public buildings. For positions assigned to the Capital Police Division, there is no automatic progression to DPS Officer II.

MINIMUM QUALIFICATIONS

SPECIAL ~~[NOTES AND]~~ REQUIREMENTS:

- * As a condition of employment, pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Incumbents must pass the Peace Officer Standards & Training (P.O.S.T.) fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continued employment.
- * Incumbents must possess a valid Nevada Class C driver's license as prescribed in NRS as a condition of continued employment.
- * *At the time of application, applicants for DPS Sergeant, Pilot must possess: 1) a valid FAA commercial pilot's license with single-engine land and instrument ratings; 2) a valid FAA second-class medical certificate; 3) a current Cardiopulmonary Resuscitation Certificate; 4) a minimum of 1000 flight hours logged (100 logged within the last twelve calendar months) as pilot-in-command of a single-engine, fixed winged, land aircraft.*

INFORMATIONAL NOTES:

- * Incumbents are subject to call-out, call-back, shift work including evenings, weekends and holidays, and travel throughout the State as required.
- * Specialized training and skills are required for some positions in this series and will be designated at the time of recruitment or list certification.
- * Employees must meet firearms qualification/certification standards and proficiency requirements as established by agency policy.
- * ~~[Additional Note]~~ Some **DPS Officer II and DPS Sergeant** positions are granted a salary adjustment of 5% for complex investigative responsibilities *or the supervision of DPS Officer II's performing complex investigations* that require additional experience and expertise. ~~[and]~~ *These positions* will be identified at the time of recruitment *and* ~~[These positions]~~ are assigned to the Investigations Division, ~~[Office of Professional Responsibility]~~, State Fire Marshal's Office, and the Special Incident Response Team. Specific duties assigned to ~~[these]~~ **DPS Officer II** positions are described in the Benchmark Descriptions.
- * **DPS Sergeants and DPS Officer II's, as a condition of continued employment with the State Fire Marshal's Office, must successfully complete the National Fire Academy's Arson Investigation course (R205) or an approved equivalent course within one year of appointment.**

DPS SERGEANT

EDUCATION AND EXPERIENCE: Completion of a Category I Peace Officer Nevada P.O.S.T. approved law enforcement academy and three years of law enforcement experience, two years of which were at the journey level; **OR** two years of experience as a DPS Officer II in Nevada State service; **OR** an equivalent combination of education and experience. (See *Special ~~[Notes and]~~ Requirements and Informational Notes*)

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MINIMUM QUALIFICATIONS (cont'd)

DPS SERGEANT (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence needed to investigate criminal/civil cases; the judicial records system to obtain needed documents. **General knowledge of:** basic practices of supervision. **Ability to:** read, understand, interpret, implement and explain State laws pertaining to department and division policies, procedures, and regulations; review reports and forms to detect discrepancies and ensure compliance with policy and procedure; coordinate staff assignments and prioritize tasks; clearly communicate to give direction, provide instruction, and take command in emergency situations; *and all knowledge, skills and abilities required at the lower levels.* ~~{*See benchmark descriptions for additional knowledge, skills and abilities for specialized assignments.}~~

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques such as planning, organizing, directing and scheduling work; statistical record keeping and reporting methods; the warrant application process; departmental policy and procedure applicable to law enforcement activities; computer software and applications commonly used in the department. **Ability to:** train, supervise and evaluate the performance of subordinates according to established principles and practices of personnel management; compile and evaluate statistical data regarding unit activities and services; plan, organize, schedule and coordinate work unit activities.

DPS OFFICER II

EDUCATION AND EXPERIENCE: Graduation as a Category I Peace Officer from a Nevada P.O.S.T. approved law enforcement academy and one year of law enforcement or experience in a police or fire agency; **OR** one year of experience as a DPS Officer I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special ~~[Notes and]~~ Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: criminal law to include court procedures, laws of arrest, drug enforcement, rules of evidence, search and seizure, and the rights of citizens as required to take appropriate enforcement action, conduct investigations and testify in court; proper English grammar, punctuation, spelling and vocabulary sufficient to complete reports, forms, and other written materials; appropriate use and care of equipment such as firearms, baton, handcuffs, radios, and motor vehicles; investigative principles and techniques required to gather facts and information; basic psychology, human relations/interactions, and body language to assess and select appropriate communication methods when dealing with deviant, emotional, or aggressive behavior; operation of a personal computer and associated business software. **General knowledge of:** interviewing techniques; functions and practices of various law enforcement and criminal justice agencies; effects and detection of substance abuse; community service organizations and resources. **Ability to:** maintain familiarity with assigned geographical area including highways, landmarks, buildings and topography; keep informed and aware of persons and places suspected of illegal activity and/or potential problems; communicate orally and in writing sufficient to enforce laws, investigate accidents/incidents/crimes, prepare detailed forms, reports and diagrams, obtain subpoenas and warrants, and testify in court; analyze routine and emergency situations and develop a logical course of action; operate a motor vehicle under normal and adverse road, weather and traffic conditions; secure facts by personal contact and observation and checking records; read and interpret laws, regulations and procedures; read blueprints, maps, diagrams and schematics; identify and carry out appropriate enforcement action; communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain positive and effective working relationships with others; coordinate activities with other law enforcement agencies; conduct interviews

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MINIMUM QUALIFICATIONS (cont'd)

DPS OFFICER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

both in person and by phone to obtain information; organize information and data; work independently and as part of a team; operate a personal computer to prepare reports and obtain information; provide in-service training to subordinate staff; make public presentations. **Skill in:** the use of firearms and defensive tactics to meet qualification/certification standards and proficiency requirements established by agency policies; *and all knowledge, skills and abilities required at the lower level.* *See benchmark descriptions for additional knowledge, skills and abilities for specialized assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: interviewing and investigative techniques. **Ability to:** independently conduct surveillance activities using appropriate equipment and techniques; research complex technical matters; assist in the development of agency goals, objectives, and operating policy and procedures.

DPS OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of military service or public contact experience which included problem solving and applying policies to specific situations; **OR** Associate of Arts degree from an accredited college or university in criminal justice, psychology, social work, fire science, or related field and one year of experience as described above; **OR** Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, social work, public administration, or related field; **OR** an equivalent combination of education and experience. (See *Special [Notes and] Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: traffic/public safety laws and practices; proper grammar, punctuation and spelling sufficient to complete written examinations and assignments in the Academy, and prepare reports and written communication required after assignment; operation of computer equipment sufficient to enter, retrieve, and access information. **Ability to:** calculate solutions to arithmetic and algebra problems as required for successful completion of the accident investigation course; analyze information, problems and objectives; think clearly and logically and apply to problem situations; diagnose situations correctly, think and act quickly, and adopt an effective course of action; understand and follow oral and written instructions/directions; establish and maintain effective interpersonal relations with classmates, instructors, and academy staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for DPS Officer II.)

BENCHMARK DESCRIPTIONS

The following benchmark descriptions are representative examples of specialized assignments in several user agencies, but they are not intended to be all-inclusive. Allocation of new or existing positions not described below must be determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.

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BENCHMARK DESCRIPTIONS (cont'd)

DPS SERGEANT

- 1) **Parole & Probation Division** – Either manage a rural satellite office or act as a first-line supervisor for subordinate staff and conduct initial review of reports and case logs; monitor casework activities; ensure conformance with federal, State and division requirements, and endorse fair and equitable treatment to criminal defendants, offenders under supervision, and victims of crime; and secure or provide proper training and direction to staff. Establish internal controls of staff activities; implement training for assigned staff in the areas of supervision, enforcement techniques, report writing, policy and procedure, records management, classification, case management and related functions; and provide direction regarding referral services, educational programs and job services so that parole and probation agreements and the needs of the offender are met.

- 2) **Highway Patrol Division**

Pilot – Coordinate and administer the division's air enforcement and safety program for the northern or southern region; pilot single-engine fixed-winged aircraft for enforcement of the federally mandated National Maximum Speed Limit (NMSL) and coordinate the selection of speed monitoring sites; formulate detailed objectives for the air operation program; prepare the regional aircraft operating budget for submission to the Federal Projects Coordinator; perform pre-flight and post-flight inspections of division aircraft pursuant to Federal Aviation Administration (FAA) regulations; establish and direct a comprehensive public information program regarding the NHP air enforcement and public safety programs; develop course outlines, lesson plans, and minimum training standards for certification and re-certification of officers designated as airborne traffic observers, and provide classroom and on-the-job instruction and training; supervise and evaluate the performance of staff as assigned.

~~[Additional requirements for Pilot positions: At the time of application, applicants must possess: (1) a valid FAA commercial pilot's license with single engine land and instrument ratings; (2) a valid FAA second class medical certificate; (3) a current Cardiopulmonary Resuscitation Certificate; (4) a minimum of 1000 flight hours logged (100 logged within the last twelve calendar months) as pilot in command of a single engine, fixed winged, land aircraft.]~~

Traffic or Commercial Operations – Supervise traffic or hazardous materials enforcement activities; assign work schedules, evaluate the performance of subordinate staff, complete employee development reports, and when appropriate, recommend disciplinary action or commendation. Administer training needs by determining specific needs, recommending curriculum and presenting training classes. Collect traffic data to identify traffic problem areas and devise corrective plans, or audit commercial carrier records and reports to ensure compliance with established laws and regulations.

DPS SERGEANT - COMPLEX & SPECIAL INVESTIGATIONS

Sergeant positions supervising DPS Officers performing complex investigations are granted a salary adjustment of +5% for supervising complex operations and investigative activities; establishing protocols, training and guidelines for complex investigations and when inter-agency involvement exists; and auditing case files to determine accuracy and quality of investigations. These positions train, supervise and evaluate the performance of subordinate officers and are located in the Special Incident Response Team, Investigations Division and State Fire Marshal's Office.

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BENCHMARK DESCRIPTIONS (cont'd)

DPS SERGEANT - COMPLEX & SPECIAL INVESTIGATIONS (cont'd)

~~(1) Highway Patrol Division~~

~~**Special Incident Response Team (SIRT)**— Supervise and evaluate the performance of SIRT team members and oversee the reconstruction and investigation of fatal and/or serious injury collisions with potential for prosecution, and high profile investigations. [Establish protocols, training and guidelines for complex investigations and when inter-agency involvement exists, audit case files to determine the accuracy and quality of investigations.] Monitor budget and grant proposals to provide current technology, resources and equipment.]~~

DPS OFFICER II

- 1) **Parole & Probation Division** - Supervise parolees and probationers who present varying degrees of individual needs and risk to the community, with the primary focus on protection of the community and successful compliance with the terms and conditions of parole or probation. Incumbents apply a risk-based classification system to assess and review offenders in accordance with the needs of the offender and the best interest of the community, establish supervision levels, develop case plans that address the needs of the offender, and perform casework services.

Conduct restitution or other administrative investigations; research criminal and personal history of offender, facts and conditions surrounding the current and/or previous offenses, drug or alcohol treatment, counseling and/or community service, and make recommendations regarding sentencing, parole or probation, and stipulated conditions of agreements.

Collect restitution and supervision fees; conduct drug/alcohol testing; conduct unannounced visits to offender's home, job site or various other locations; contact family, friends, employers, counselors and other law enforcement agencies to ensure parolee or probationer is in compliance with rules of supervision; work with employers to develop job training programs; refer clients to services or activities to facilitate social adjustment and prevent further criminal acts or technical violations of conditions of parole or probation.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: conduct all aspects of casework services for an assigned caseload of offenders; coordinate and carry out enforcement activities; work independently; organize, prioritize/re-prioritize tasks and assignments, often on short notice in both formal and informal environments and potentially hazardous situations; use word processing software proficiently to prepare detailed reports; research State statutes concerning criminal offenses.

- 2) **Highway Patrol Division** – Enforce federal, State and local laws and regulations on the public highways and on all property to which the general public has access, with the primary focus on accident reduction programs. DPS Officers investigate accidents within the NHP's jurisdiction and criminal violations on public highways according to established procedures and assist other agencies as needed or requested. In addition, incumbents assist in coordinating and directing initial emergency operations at the scene of hazardous materials accidents and incidents using training, experience and discretion to ensure the safety of the general public. Some positions are assigned to commercial vehicle inspection and enforcement of emission control laws and regulations.

BENCHMARK DESCRIPTIONS (cont'd)

DPS OFFICER II (cont'd)

Highway Patrol Division (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal, State and local laws governing traffic enforcement, motor vehicle registration, hazardous material licensing and commercial vehicles; patrol methods and procedures necessary for the prevention or reduction of traffic accidents. **Ability to:** patrol the public highways of the State, investigate accidents/incidents, and take appropriate enforcement action; follow traffic enforcement procedures such as pre-stop observation, violator contact, violator safety and use of force with combative persons, to initiate traffic stops and make arrests.

- 3) ~~[State Fire Marshal's Office — Conduct inspections to determine compliance with fire prevention laws, codes and regulations in public and commercial facilities and facilities owned or occupied by State agencies; issue notices of violation and required corrective action, follow up to ensure compliance, and take enforcement action through criminal or civil legal systems as appropriate.~~

~~Conduct routine investigations of arson and fire-related incidents; gather, analyze and preserve evidence and prepare and execute arrest and search warrants. Investigate complaints alleging fraud, misrepresentation, malpractice, or incompetence in the fire safety or pyrotechnic industry and determine whether to proceed with criminal prosecution or an administrative hearing, or recommend revocation or suspension of division issued licenses. Provide training and technical assistance to fire departments as requested and make presentations to community and business groups; and conduct inspections to determine compliance with fire prevention laws, codes and regulations as assigned.~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):~~

~~**Ability to:** independently inspect a wide range of commercial and public facilities for fire and life safety code compliance; independently investigate small fires; perform standard mathematical computations to include basic algebra and geometry; research complex technical matters, analyze information and identify key patterns, problems and objectives; communicate effectively under demanding conditions.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):~~

~~**Detailed knowledge of:** fire prevention principles; fire investigation and arson detection principles and techniques; National Fire Protection Association codes and standards; International Fire Code; International Building Code; federal and State regulations related to fire and life safety, building construction and materials. **Working knowledge of:** civil and criminal court procedures. **General knowledge of:** criminal laboratory procedures and capabilities. **Ability to:** effectively manage investigations of large and/or complex fires resulting in criminal charges; identify and document hazards and code violations in inspections; apply general codes to specific situations and evaluate alternate methods of achieving compliance; properly assess degree of hazard and urgency to correct; identify and carry out appropriate levels of enforcement action.]~~

- 3) **Capitol Police** – Serve as first-line supervisor in the Capitol Police Division and perform foot and vehicular patrol of State properties. Incumbents supervise daily operations by planning, organizing and monitoring daily field operations and assigning work schedules; review and approve or reject officers' written reports; assist management in developing and interpreting new or existing regulations, policies and procedures; ensure officers receive proper training by identifying training needs; develop and present training classes; and prepare statistics and reports.

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BENCHMARK DESCRIPTIONS (cont'd)

DPS OFFICER II - COMPLEX & SPECIAL INVESTIGATIONS: *(See Informational Notes)*

~~**[SPECIAL NOTE:** Positions in the following assignments are granted a salary adjustment of 5% for complex investigative responsibilities requiring additional experience, training, and expertise that will be identified at the time of selection.]~~

- 1) **Investigations Division:** Investigate complex crimes including, but not limited to, homicides, sexual assault, drug trafficking, drug diversion, clandestine laboratories, and unidentified deceased or missing persons. Incumbents perform overt/covert activities utilizing surveillance technology, have direct interaction with suspects, collect criminal intelligence, and manage confidential sources of information.
- 2) ~~**[Office of Professional Responsibility:** Conduct internal affairs investigations of alleged misconduct by departmental employees. Assignments may include officer shooting investigations, alleged misconduct of officers which may include managers within the department, and other sensitive internal activities.]~~
- 2) **State Fire Marshal's Office:** *Conduct complex investigations involving structure, vehicle and wildland fire; explosives, pyrotechnics, environmental and regulatory issues; participate on a local, State or federal team or task force to conduct enforcement and interdiction activities involving commercial trucking, environmental crimes, hazardous materials, explosives and pyrotechnics or controlled substances as specified by the State Fire Marshal. Incumbents perform overt/covert activities utilizing surveillance technology, collect criminal intelligence, manage confidential sources of information and serve as field training officer as assigned.*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: fire prevention principles; fire investigation and arson detection principles and techniques; National Fire Protection Association codes and standards; International Fire Code; International Building Code; federal and State regulations related to fire and life safety, building construction and materials. Working knowledge of: civil and criminal court procedures. General knowledge of: criminal laboratory procedures and capabilities. Ability to: independently investigate small fires; perform standard mathematical computations to include basic algebra and geometry; research complex technical matters, analyze information and identify key patterns, problems and objectives; communicate effectively under demanding conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): ***Ability to: effectively manage investigations of large and/or complex fires resulting in criminal charges.***

~~[Manage a regional office and serve as lead investigator in complex vehicle, structure, and wildland fire investigations and environmental crimes, and serve as field training officer for new deputies. Incumbents at this level must have been certified as expert witnesses in arson investigations by one or more local, State, or federal courts and are recognized as expert witnesses in fire related investigations.]~~

~~**Additional requirements for State Fire Marshal's Office:** As a condition of hire into DPS Officer II positions in the State Fire Marshal's Office, candidates must have attained: 1) Certification as a Nevada State Fire Inspector I; and 2) successful completion of the National Fire Academy's Arson Investigation course (R205) or the equivalent.]~~

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BENCHMARK DESCRIPTIONS (cont'd)

DPS OFFICER II - COMPLEX & SPECIAL INVESTIGATIONS:

- 3) **Special Incident Response Team:** Investigate/reconstruct complex traffic collisions resulting in fatality and/or serious injury with the potential for prosecution, and collisions determined to be high profile, to the extent and detail necessary to determine causation, contributing factors, and provide for successful prosecution as necessary. Incumbents maintain investigative/reconstruction expertise through training and certification requirements; follow investigative protocols or memorandums of understanding as guidelines for investigating collisions when inter-agency involvement exists; and develop and maintain a division-wide database of statistical information related to collisions.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: recognized investigative principles and practices; interviewing and interrogation techniques; illicit and prescription controlled substance drug enforcement; crime scene processing, documentation and preservation; evidence management including identification, collection and preservation. **Ability to:** develop evidence for orderly presentation in a court of law; testify effectively in court; maintain equanimity in the face of resistance, indifference or hostility; research and obtain needed information or documents required to substantiate or negate suspected criminal violations; independently conduct surveillance activities utilizing appropriate equipment and techniques, within the confines of case law and State and federal law; independently conduct a variety of investigative functions and follow through with minimal direction; prioritize assignments with changing workloads and deadlines.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policy and procedure related to the mission of the department, including identifying, establishing and articulating elements of a crime necessary for prosecution; advanced or specialized analytical investigative techniques to perform complex or difficult case assignments with minimal supervision or direction; criminal laboratory procedures, capabilities and limitations. **Ability to:** work in a covert manner to gain the confidence of others, reason persuasively, and take appropriate action; draw, utilize and account for divisional monies (cash) with regard to purchasing/attainment of evidence through "undercover buys", informant rewards and investigative expenses; identify and minimize safety hazards in regard to crime scenes.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	1/1/61	1/1/61	7/1/91P 10/19/90PC
REVISED:		4/1/69	
REVISED:	4/1/70		
REVISED:	6/29/73		
REVISED:		7/1/75	
REVISED:	10/16/75		
REVISED:		2/26/76	
REVISED:		5/28/76	
REVISED:		6/29/78-3	
REVISED:	8/15/78-3	8/15/78-3	
REVISED:		10/11/79-3	
REVISED:	10/24/80		
REVISED:	3/25/81-3		
REVISED:	5/7/82-3		
REVISED:	7/1/82P	7/1/82P	
	6/11/82PC	6/11/82PC	
REVISED:			
REVISED:		12/7/84	
REVISED:			
REVISED:	7/18/86-3	7/18/86-3	
REVISED:	1/30/87-3		
REVISED:	4/14/87-3		
REVISED:	8/6/87-3	8/6/87-3	
REVISED:			
REVISED:	6/9/89PC	6/9/89PC	
REVISED:	7/1/89LG	7/1/89LG	
REVISED:	7/1/91P	7/1/91P	
	10/19/90PC	10/19/90PC	
REVISED:		8/23/91-3	
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC
REVISED:		7/13/94UC	7/13/94UC
REVISED:	7/1/95LG	7/1/95LG	7/1/95LG
REVISED:		12/4/95UC	12/4/95UC
REVISED:		10/19/00UC	10/19/00UC
REVISED:	3/29/01UC		
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG
REVISED:	7/1/05P	7/1/05P	7/1/05P
	3/25/05PC	3/25/05PC	3/25/05PC
REVISED:	7/1/05LG		
REVISED:	9/29/06UC	9/29/06UC	9/29/06UC